NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE		CHAPTER General Administration STATEMENT NUMBER 1.18	
SUBJECT:	TOURS OF DEPARTMENTAL FACILITIES	EFFECTIVE DATE	12/01/13
	FACILITIES	REVIEW DATE	12/01/14
		SUPERSEDES PPD#	<u>1.18</u>
PROPONENT:	Jeff Lyons, Public Information Officer		
	Name/Title	DATED	11/01/12
	Commissioners Office 271-5602		
	Division Phone #		
ISSUING OFFICER:		DIRECTOR'S INITIALS:	
		DATE:	
		APPENDIX ATTACHED:	
William Wrenn, Commissioner		YES: NO	:
REFERENCE NO: See reference section on last page of PPD.			

## I. PURPOSE:

To provide guidance and direction concerning tours at all departmental facilities.

# II. <u>APPLICABILITY:</u>

To all staff.

### III. POLICY:

It is the policy of the NH Department of Corrections that:

- A. Tours will be provided to the following categories of individuals who make such a request within normal security constraints and the limitations of staffing:
  - 1. Elected officials;
  - 2. Criminal justice personnel;
  - 3. Law students and college criminal justice students;
  - 4. Court ordered tours;
  - 5. Media personnel approved by the Public Information Officer; or
  - 6. Others as approved by Wardens, Division Directors or the Commissioner.
- B. Tours of the prisons (male or female) are inappropriate for the following groups and will not be provided unless an exception is made by the Commissioner:
  - 1. Children under 18 years of age; or
  - 2. High school groups;

Such groups may be accommodated with a special tour of minimum custody facilities coupled with a discussion without entry to the main prisons.

C. Tour group size should be limited to 20 or less.

## IV. PROCEDURES:

- A. Individuals desiring a group tour may write the appropriate Warden requesting a tour. This written request must be submitted a minimum of five days in advance with a brief explanation as to the purpose of the tour. Exemptions will be granted for court ordered or legislative tours. If approved, a mutually agreeable date and time will be arranged.
- B. The Warden will inform the Commissioner's Office of the requested tour.
- C. The Warden shall appoint a knowledgeable staff member to guide the tour and notify the Public Information Officer of the tour.
- D. The Warden will arrange the necessary security for the tour.

- E. The selected guide will prepare an Operations Bulletin for the information of the staff members responsible for the areas to be toured.
- F The purpose of tours is to acquaint visitors with the Department's mission and with the programs available to accomplish this mission.
- G. Every effort will be made to have first line supervisors explain their duties. This will give visitors a truer flavor of the facility and will enable visitors to receive more detailed answers to their questions.
- H. Tours normally will be conducted during the hours 0800-1100 and 1300-1500, Monday through Friday. Tours for offenders coordinated by the Division of Field Services will occur on the third Tuesday of the month at 0815 or 1245.
- I. All tour participants may be subject to a criminal background investigation prior to entering secure facilities. All participants must bring an acceptable form of photo identification.
- J. Persons requesting tours will be advised of the approval or disapproval of the tour in a timely
- K. Persons for whom tours are approved will be advised:
  - 1. Where and when to meet the tour guide;
  - 2. Suitable attire including;
    - a. Plain clothes as opposed to uniforms; no short pants allowed;
    - b. Non-revealing loose clothing; and
    - c. Walking shoes; no open toed footwear or flip-flops allowed.
  - 3. To avoid bringing:
    - a. Weapons;
    - b. Jewelry;
    - c. Tobacco;
    - d. Cell Phones;
    - e. Money in large sums;
    - f. Metal objects that will trigger the metal detector;
    - g. Alcoholic beverages;
    - h. Abusable drugs;
    - i. Beverages or other open containers;
    - j. Children;
    - k. Pets; or
    - 1. Video and/or audio recording devices without prior approval from the Commissioner.
  - 4. Where to park:
  - 5. To lock vehicles and place items left in cars and valuables out of sight;
  - 6. Behavioral expectations when in the presence of prisoners; and
  - 7. That there is some personal risk involved on the part of the tourist and that they, not the State, assume that risk.
- L Tours may be disapproved when they do not meet these guidelines or when the tour would adversely impact the facility operation or individual safety.
- M Tours may be discontinued at any time when continuing the tour would adversely impact the facility operation or individual safety.

#### REFERENCES:

Standards for the Administration of Correctional Agencies Second Edition Standards Standards for Adult Correctional Institutions
Fourth Edition Standards

<u>Standards for Adult Community Residential Services</u> Fourth Edition Standards <u>Standards for Adult Probation and Parole Field Services</u> Third Edition Standards

#### Other

LYONS/clr